## 7.2 SECONDARY EMPLOYMENT

Employees must receive prior, written approval from their Department Head to engage in secondary employment, including self-employment.

It is expected that full-time work for the Town will take priority over secondary employment.

Employees may not engage in any secondary employment which, in the Town’s sole opinion, will provide a real or perceived conflict of interest with the Town or interfere with their position’s duties or responsibilities.

Employees must request specific approval to engage in secondary employment while on any kind of leave of absence. Each leave of absence should have its own secondary employment request.

While employees are on medical leave due to their own medical conditions, particularly those due to an on-the-job injury or illness, their priority should be to recover and return to work at the Town as soon as possible. When considering requests to work while on medical leave, Department Heads will review the doctor’s restrictions to ensure that the secondary job does not require activities beyond the medical restrictions or any activity or time demand that would prolong recovery and, consequently, their return to work date. For example, approval may be granted in cases where Town employment requires physical work but the secondary employment is a sedentary job, which the doctor permits.

For absences due to Family Medical Leave to care for a family member, prior written approval by the Department Head must be granted to engage in secondary employment. Unlike absences for one’s own health condition which focuses on physical capability, absences to care for a family member require needing time away from work to meet care commitments. In determining whether to grant approval to work outside of the Town, a Department Head may look to the doctor’s restrictions for the family member which should specify the amount, frequency, or duration of time needed away from primary employment at the Town to care for the family member.

When employees engage in secondary employment without approval, the Department Head will notify them in writing to cease the prohibited secondary employment immediately. Should the Town, in its sole discretion, determine that secondary employment interferes with or is otherwise incompatible with employment at the Town, employees may be asked to choose between jobs.

Employees engaging in secondary employment under no circumstances will use Town resources of any kind, such as property, equipment, uniforms, vehicles, etc. Employees will not engage in any private business while on Town work time or at any Town work place. Off-duty assignments coordinated through the Police Department are not considered secondary employment for purposes of this policy.

Employees engaging in secondary employment will not hold the Town liable for any injury or damage sustained while working elsewhere.